



**STATE OF MISSOURI**

**DEPARTMENT OF AGRICULTURE  
DIVISION OF ANIMAL HEALTH**

**1616 MISSOURI BOULEVARD, PO BOX 630  
JEFFERSON CITY, MISSOURI 65102**

**CALL FOR GRANT PROPOSALS**

**“I’M PET FRIENDLY” SPAY/NEUTER GRANTS**

# **CALL FOR PROPOSALS AND APPLICATION INFORMATION**

## **INTRODUCTION**

The Missouri Department of Agriculture, Division of Animal Health announces a call for grant proposals for funding to support low cost spay/neuter programs in Missouri. Funds are generated through the sale of the "I'M PET FRIENDLY" specialty license plates and will be dispersed for fiscal year (FY) 2011. Pursuant to Section 301.3087 RSMo Supp. 2007, these funds are designated for grants to eligible organizations that provide low-cost spaying and/or neutering of dogs and cats for individuals who could not normally afford those services.

The enclosed application contains eligibility criteria that all applicants must meet to be considered for funding. **Failure to document eligibility or to submit a complete application may result in disqualification of the applicant for the current funding cycle.**

## **PLEASE READ ALL MATERIALS BEFORE PREPARING AND SUBMITTING THE APPLICATION.**

## **GOAL**

The goal of the "I'M PET FRIENDLY" specialty license plate fund is to provide grants to non-profit organizations or governmental agencies to enable low-cost spaying and neutering of dogs and cats in order to reduce the surplus of these animals in Missouri.

## **ELIGIBILITY CRITERIA**

Grant recipients must be:

- Non-profit organizations qualified as a charitable organization under Section 501 (c)(3) of the internal Revenue Code;

**Or**

- Governmental agencies that operate an animal shelter

## **AVAILABLE FUNDS FY 2011**

The specific dollar amount awarded to each applicant depends on the merit and scope of the spay/neuter program. Only one (1) grant will be awarded per agency for the spaying and/or neutering of dogs and/or cats. Depending on the number of qualified proposals, efforts will be made to disburse funds proportionally.

Currently, there are no funds available for feral cat spay/neuter programs.

## **USE OF FUNDS AND REIMBURSEMENT**

Funds are awarded for low-cost spay/neuter procedures only and cannot be used for any other project. Funds will only be awarded to existing spay/neuter programs. All funds must be used within Missouri, exclusively.

Grant recipients must submit supporting documentation for each procedure performed and provide the facility permit number and the Missouri veterinary license number of the veterinarian that performed the surgery. **Surgery must be performed in a facility permitted by the Missouri Department of Agriculture and by a veterinarian licensed to practice in Missouri.** Request for reimbursement should only be submitted after surgery has been performed. Invoices must be submitted in accordance with guidelines established by the state of Missouri.

## **REVIEW OF APPLICATIONS**

The Missouri Department of Agriculture is the sole contact regarding “I’M PET FRIENDLY” Grant Applications. Grant applications will be reviewed and approved by a **Governor** appointed *volunteer* board of three (3) Missouri residents who are from separate congressional districts; appointed for a 3-year term; and consist of the following:

1. Two administrators of local municipal animal shelters
2. One administrator of a humane society

To assure an objective, unbiased evaluation of each application, the Missouri Department of Agriculture staff may only confirm receipt of an application and are not permitted to discuss the application or its review prior to completion of the review process.

Applications will be rated on:

1. Completeness of Application
2. Description of Target Population/Documentation of Financial Need
3. Cost per animal spayed/neutered during the previous year.

## **APPLICATION DEADLINE AND SUBMISSION**

### **A. Application Deadline**

Applications must be received by the Department of Agriculture on or before **January 31, 2011**.

**APPLICATIONS RECEIVED AFTER THE APPLICATION DEADLINE WILL NOT BE CONSIDERED.**

### **B. Submission**

**Applications should be organized in the following order:**

- 1. Application Form**
- 2. Organizational Structure**
- 3. Financial Statement**
- 4. IRS letter (nonprofit) or statement of authorization (governmental agency) – NONPROFIT ORGANIZATIONS SHOULD ONLY SUBMIT THE IRS LETTER – DO NOT SUBMIT OTHER DOCUMENTATION.**

**The original application, three (3) copies (each set stapled) shall be submitted to:**

Missouri Department of Agriculture  
Division of Animal Health  
“I’M PET FRIENDLY”  
Attention: Penny Gottschalk  
PO Box 630  
Jefferson City, MO 65102

The physical address for overnight and personal deliveries is:

Missouri Department of Agriculture  
Division of Animal Health  
“I’M PET FRIENDLY”  
Attention: Penny Gottschalk  
1616 Missouri Boulevard  
Jefferson City, MO 65102

**The Department of Agriculture will not accept application by facsimile or e-mail**

Applications may be mailed or hand-delivered to the Department of Agriculture program address prior to the application deadline.

### **ESTIMATED TIME TABLE**

Grant applications will be due in the Missouri Department of Agriculture, Division of Animal Health office **postmarked by January 31, 2011.**

Committee will review applications and convene in March to select the 2011 recipients.